

# \*\*\* CAREER OPPORTUNITY \*\*\*



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

<b>Position Title:</b>	<b>Chief Deputy of Operations #22-07</b>
<b>Location:</b>	<b>Dallas, Texas</b>
<b>Closing Date:</b>	<b>Open until filled</b>
<b>Starting Salary/Range:</b>	<b>JSP-15/JSP-16 (\$138,053- \$183,300) *</b>

\*Depending upon qualifications and experience

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**POSITION OVERVIEW:** The United States District Court for the Northern District of Texas is recruiting for the position of Chief Deputy of Operations. This position is located in the District Clerk's Office in Dallas, Texas. The Chief Deputy of Operations is a senior-level position responsible for the day-to-day administration, supervision, and overall management of the operations departments of the Clerk's Office. The Chief Deputy of Operations serves as a member of the Clerk's Office Senior Management Team which includes the Chief Deputy of Administration, Director of Administrative Services, Director of Information Technology, and Division Managers for Dallas, Fort Worth, and West Texas. The incumbent operates with a high level of independence within the policy directives of the Clerk of Court.

The Chief Deputy of Operations advises, directs, and performs as needed Clerk's Office functions relating to court operations, including case management, courtroom support, jury services, quality assurance, CM/ECF support, statistical reporting, and data quality analysis. Additionally, the incumbent supervises the Operations Assistance Team, whose members provide program support for court operations across the district.

The United States District Clerk for the Northern District of Texas has divisional offices in Abilene, Amarillo, Dallas, Fort Worth, Lubbock, San Angelo, and Wichita Falls. The Clerk's Office is comprised of approximately 120 employees who support 12 district judges, 5 senior district judges, 9 magistrate judges, and 75 chambers staff. Travel within the district and periodic travel outside the district for training and committee work is required.

**RESPONSIBILITIES:** Provides leadership, management, supervision, and training for the operation departments of the Clerk's office. Oversees the operations business of the court, including the intake of filings, processing of documents, cashiering and depositing of funds, case management, ECF registration and help desk support, records management, statistical reporting, attorney admissions and discipline, and jury administration. In addition:

- Provides direct assistance and support to Clerk of Court on all court operations-related issues.
- Communicates national policies and procedures to court personnel.
- Assists with the formulation, implementation, monitoring, and modification of organizational policy and local court rules. Collaborates in the establishment and maintenance of court-wide policies and plans (e.g., Court Reporter Management Plan, Jury Plan). Assists with developing and executing strategic and long-range plans of the Clerk's office and the court. Interprets and applies the appropriate statutes, rules, and operating procedures, including the Guide to Judiciary Policy and local internal policies and controls.
- Assists with CM/ECF administration, including evaluation and testing of new versions and dictionary maintenance.
- Assists with website management and development of operations resources.
- Oversees the training of operations staff and provides operations-related training to chambers staff.
- Establishes standards, prepares performance evaluations for direct reports, coordinates staff efforts, and monitors and ensures timely compliance with deadlines.
- Advises the Clerk on matters affecting the reporting units as well as the functioning of the entire Clerk's Office, including guidance on judiciary policy, explanations of processes, and potential consequences.
- Coordinates with the Clerk and Chief Deputy of Administration on matters such as productivity, procedural and policy issues, and operational practices; assists in the development and administration of initiatives; provides information regarding the impact of changes in practices.
- Supervises preparation and submission of statistical reports that reflect the workload of the court including cases filed, pending, and disposed, use of jurors, court hearings and trials held, and naturalization ceremonies.
- Addresses operational problems and ensures appropriate solutions are determined and implemented.
- Develops effective working relationships with judges, personnel at the Administrative Office, federal agencies, other courts and court units, attorneys, and the public to solve complex issues.
- Analyzes and makes recommendations on local rules and procedures affecting the operations of the court and performs other duties, special projects, and assignments as needed for the Clerk.

**QUALIFICATIONS:** The successful candidate will be a mature and ethical leader and motivator who possesses excellent judgment, integrity, and tact. He or she will be highly motivated, articulate, organized and be able to clearly describe their leadership style, vision, and values. The successful candidate will show initiative, have proven experience in promoting and inspiring a culture of high performance and continuous improvement, and always maintain a professional appearance and demeanor. In addition:

- A minimum of six years of substantial and progressively responsible management experience in a court or similar environment that has provided an opportunity to gain strong human relations skills, excellent oral and written communication skills, and proficiency in key business software applications;
- A performance history that demonstrates outstanding interpersonal, problem solving, conflict resolution, analytical, project management, and organizational leadership skills with the ability to balance the demands of varying workload responsibilities and deadlines while developing and supporting a harmonious team environment;
- Experience in proposing and implementing innovative solutions; and
- Federal or state court administration experience and experience managing multiple offices in different geographic locations is preferred.

**EDUCATION:** A minimum of a bachelor's degree in business, criminal justice, management, behavioral science, political science, court or public administration, or related discipline appropriate to this position is required.

Completion of a juris doctorate or postgraduate degree in public, business, or court administration is preferred and may be substituted for one year of the required management experience. For current Judiciary employees, promotion to or placement at the JSP-14 level requires one year of experience equivalent to the JSP-13 level for employees working in a position covered by the Judicial Salary Plan (JSP), or one year experience equivalent to the CL-29 for employees working in positions covered by the Court Personnel System (CPS). Placement at or promotion to the JSP-15 level requires one year of experience equivalent to the JSP-14 or CL-30 level. Placement at or promotion to the JSP-16 level requires one year of experience equivalent to the JSP-15 or CL-31 level.

**BENEFITS:** Benefits include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay. Annual leave of 13-26 days, 13 days of sick leave, and 10 paid holidays per year. Free parking is provided for this position and participation in the Transit Subsidy Program is also available. The incumbent will work primarily in the office, but limited telework, not to exceed two days a pay period, is available

**OTHER:** Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individuals who are lawful permanent residents (i.e., green card holders) seeking U.S. citizenship. **Employees hired or promoted on or after November 1, 2021, must be fully vaccinated against COVID-19 and comply with all COVID-19 vaccination directives as a condition of employment. Proof of vaccination will be required prior to entrance on duty.** Employees must adhere to the Judiciary Code of Ethics and Conduct.

The Chief Deputy position is classified as a high-sensitive position; therefore, the incumbent will be required to pass a full field background investigation conducted by the Federal Bureau of Investigation. Once employed, the Chief Deputy will be subject to periodic background investigation updates.

**TO APPLY:** Qualified applicants must submit a detailed resume, salary history, and a cover letter or written response that addresses the questions below to the Human Resources Supervisor by emailing the items in a single PDF to [humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.uscourts.gov). The subject line must include: "#22-07."

1. What is your strategy for leading and communicating with staff? Include your views on motivating staff, performance standards, and implementing change.
2. Provide an example of a challenging managerial issue that you encountered. How did you resolve it?
3. Describe a project you managed and concluded that reflects your ability to successfully coordinate the efforts of people from different parts of an organization, whether those people reported to you or not.

Due to the anticipated high volume of applicants, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

**\*\*\* The Court is an Equal Opportunity Employer \*\*\***

Reasonable accommodations for applicants with disabilities are provided. To request a reasonable accommodation for any part of the application and interviewing process, please notify the human resources department. The decision on granting reasonable accommodations will be made on a case by case basis.